

## EXCEL ADVANCED

### DURATION

---

1 day

### COURSE DESCRIPTION

---

This course aims to further enhance analytical skills for users of Excel. It covers formulas that tidy and assess data, automating spreadsheets with Macros, using PivotTables to analyse data lists, controlling data entry with Validation and exploring some of the newer O365 functions.

### CANDIDATE LEVEL

---

Candidates should have a confident knowledge of using Excel equivalent to the Excel Intermediate level course.

### COURSE CONTENT\*

---

#### WORKING WITH TEXT

- Text to Columns
- Text Strings/CONCATENATE
- LEFT, MID, RIGHT, TRIM, LEN
- Change Case

#### FURTHER LOGICAL & STATS FUNCTIONS

- COUNTIF/SUMIF
- Nested IFS
- IFERROR
- AND/OR

#### O365 NEW FUNCTION OVERVIEW

- XLOOKUP
- Spill functions (Filter, Sort, Unique)

#### USEFUL DATA TOOLS

- Data Validation

#### PIVOTTABLES AND PIVOT CHARTS

- Create and manipulate a PivotTable
- Explore data options (SUM, AVERAGE, %)
- Group data
- Refresh and change data
- Draw a PivotChart

#### AUTOMATION OF SPREADSHEETS

- Recording Macros
- Playing Macros
- Creating buttons to run macros
- The VBA screen

**Timings:** 9:00-3:00 or 9:30-3:30

\* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.